



Rules and Regulations for

Special Permit
Site Plan Review

Quincy Center Zoning Districts Special Permit & Site Plan Review

as adopted by the

Planning Board of the City of Quincy, Massachusetts

ATTACHED:

ARTICLE 1a: Filing and Approval Procedures for Special Permit
ARTICLE 1b: Filing and Approval Procedures for Site Plan Review
ARTICLE 2: Plan Contents Checklist
ARTICLE 3: Application
ARTICLE 4: Fee Schedule & Regulations

Applicable zoning: **Section 17.09.3.3**

Internet Link to Planning Department:

<http://www.quincyma.gov/Government/PLANNING/PlanningBoard.cfm>

Main phone number for Planning and Community Development: 617-376-1362

Main phone number for Inspectional Services: 617-376-1450

ARTICLE 1a

Filing and Approval Procedures for

Special Permit

The following Rules and Regulations (the “Rules”) are enacted by the Planning Board pursuant to Section 17.9.4 of the City of Quincy Massachusetts Zoning Ordinance and M.G.L. ch. 40A, Section 9. The Rules establish procedures for applications to the Board for Special Permit pursuant to Section 17.9.4.3. See Section 9.5.2.2 for Site Plan Review where a Special Permit is also required.

PART 1: FILING AND APPROVAL PROCEDURES

NOTE: In view of the comprehensiveness of the Special Permit filing, it is strongly recommended that the applicant schedule an informal discussion with the Planning Board staff prior to the filing.

1. Have eighteen (18) sets of the Special Permit plans made (NOTE: 10 **sets** at 11” x 17”; 8 **sets** full size – **no larger than 2’ x 3’**) as well as eighteen (18) 8-1/2” x 11” sets of any additional information including, but not limited to, application form, narrative and any technical reports that may accompany the application.
2. Make 18 copies of the application form and obtain copies of Abutter’s list – certified by the Assessors’ Office - and two sets of corresponding mailing labels from the Assessors’ Office. Please ensure that the subject property is included on all lists obtained from the Assessor. Please note that the Assessor’s Office may take up to ten (10) business days to produce a certified Abutter’s list and two sets of labels.
3. Bring one set of plans and application to the City Clerk’s office (with abutters list and matching mailing labels attached). The Clerk will time-stamp the original application and retain for their file. The applicant shall obtain from the City Clerk a certified copy of the application including the date and time of filing.
4. Bring certified copy plus eighteen (18) plan sets and applications to the Planning Board office with a bank check in the appropriate amount for required administrative and project review fees (see attached fee schedule and regulations) and the Planning Board secretary will date-stamp the entire submittal as “Received.”
5. In the event that the Planning Director deems an application to be incomplete or otherwise not properly filed, the applicant will be notified in writing and given the opportunity within a specified period of time (not less than seven (7) days after the date of the notice) to bring the application into compliance. An application which is the subject of such notice, but is not brought into compliance within the period specified in such notice, shall be denied for failure to comply with these rules.
6. Once the Planning Director deems the application complete, the Planning Board secretary will then do the following:
 - In consultation with the Planning Director and Board, set a date for the public hearing. The public hearing must take place within sixty-five (65) days of the date of the filing.

- Distribute the plans to the appropriate City Departments, and request comments
 - Post the Public Hearing in the City Clerk's Office fourteen (14) days prior to hearing
 - Advertise the public hearing in a local newspaper for two consecutive weeks at least fourteen (14) days prior to the hearing date
 - Mail a copy of the hearing notice, postage prepaid, to the applicant and to all "parties in interest" as per Ch. 40A, section 11.
 - Copies of all comment memos received shall be distributed to applicant, Board Members, Planning Director and Principal Planner II.
7. The Planning Board will take final action on the filing within ninety (90) days, of CLOSE of hearing or extended time if requested in writing by the applicant and agreed to by the Board. A copy of the agreement shall be filed in the Office of City Clerk.
 8. Copies of Peer Review, departmental comments and technical memoranda shall be circulated by the Department of Planning and Community Development (PCD) staff to the Planning Board and Applicant not less than 48 hours and/or one week prior to the opening of the public hearing or continued public hearing. The applicant or their agent may not request Peer Reviewers to send their reports directly to them, or at an earlier date.
- Peer review responsibilities will cover such items listed in the **Site Plan Contents Checklist**, technical specialties (i.e., traffic, drainage) and determination of application completeness.
9. Prior to final action by the Planning Board, the applicant will furnish the Board with three complete sets of plans with the latest revised dates as referenced in the staff recommendation. Any surviving conditions of approval shall be placed on the Title page of the plans. The same shall apply to construction drawings.
 10. The Planning Board will file a copy of the decision with the City Clerk, including a record set of plans. Notice of the decision will be mailed, postage prepaid, to the applicant and to parties in interest and persons requesting notice. Notice will specify the 20 day right to appeal.
 11. Once the 20 day appeal period has lapsed, and in the absence of any appeal, the applicant, if granted the Special Permit, shall have the City Clerk certify that no appeal has been filed and shall file a certified copy of the decision notice at the Norfolk County Registry of Deeds, Dedham, Massachusetts and provide a copy of the recorded decision notice to the Board for its files before applying for a building permit.

ARTICLE 1b

Filing and Approval Procedures for

Site Plan Review

The following Rules and Regulations (the “Rules”) are enacted by the Planning Board pursuant to Section 17.09.5.8 of the City of Quincy Massachusetts Zoning Ordinance and M.G.L. ch. 40A, Section 9. The Rules establish procedures for applications to the Board for Site Plan Review pursuant to Section 17.09.5. See 9.5.2.2 for Site Plan Review where a Special Permit is also required.

PART 1: FILING AND APPROVAL PROCEDURES

NOTE: As per Section 17.9.5.3, applicants are invited to submit a pre-application sketch of the proposed project and to schedule a comment period at a regular meeting of the Planning Board.

1. Have eighteen (18) sets of the Site Plan Review plans made (NOTE: 10 **sets** at 11” x 17”; 8 **sets** full size – **no larger than 2’ x 3’**) as well as eighteen (18) 8-1/2” x 11” sets of any additional information including, but not limited to, application form, narrative and any technical reports that may accompany the application.
2. Make 18 copies of the application form and obtain copies of Abutter’s list – certified by the Assessors’ Office - and two sets of corresponding mailing labels from the Assessors’ Office. Please ensure that the subject property is included on all lists obtained from the Assessor. Please note that the Assessor’s Office may take up to ten (10) business days to produce a certified Abutter’s list and two sets of labels.
3. Bring one set of plans and application to the City Clerk’s office (with abutters list and matching mailing labels attached). The Clerk will time-stamp the original application and retain for their file. The applicant shall obtain from the City Clerk a certified copy of the application including the date and time of filing.
4. Bring certified copy plus eighteen (18) plan sets and applications to the Planning Board office with a bank check in the appropriate amount for required administrative and project review fees (see attached fee schedule and regulations) and the Planning Board secretary will date-stamp the entire submittal as “Received.”
5. In the event that the Planning Director deems an application to be incomplete or otherwise not properly filed, the applicant will be notified in writing and given the opportunity within a specified period of time (not less than seven (7) days after the date of the notice) to bring the application into compliance. An application which is the subject of such notice, but is not brought into compliance within the period specified in such notice, shall be denied for failure to comply with these rules.
6. Once the Planning Director deems the application complete, the Planning Board secretary will then do the following:
 - In consultation with the Planning Director and Board, set a date for the public hearing.

- Distribute the plans to the appropriate City Departments, and request comments
 - Post the Public Hearing in the City Clerk's Office fourteen (14) days prior to hearing
 - Advertise the public hearing in a local newspaper for two consecutive weeks at least fourteen (14) days prior to the hearing date
 - Mail a copy of the hearing notice, postage prepaid, to the applicant and to all "parties in interest" as per Ch. 40A, section 11.
 - Copies of all comment memos received shall be distributed to applicant, Board Members, Planning Director and Principal Planner II.
7. The Planning Board shall review and take action upon the site plan within ninety (90) days of its receipt or extended time if requested in writing by the applicant and agreed to by the Board. A copy of the agreement for extension of time shall be filed in the Office of City Clerk.
 8. Copies of Peer Review, departmental comments and technical memoranda shall be circulated by the Department of Planning and Community Development (PCD) staff to the Planning Board and Applicant not less than 48 hours and/or one week prior to the opening of the public hearing or continued public hearing. The applicant or his agents may not request Peer Reviewers to send their reports directly to them, or at an earlier date.
- Peer review responsibilities will cover such items listed in the **Site Plan Contents Checklist**, technical specialties (i.e., traffic, drainage) and determination of application completeness.
9. Prior to final action by the Planning Board, the applicant will furnish the Board with three complete sets of plans with the latest revised dates as referenced in the staff recommendation. Any surviving conditions of approval shall be placed on the Title page of the plans. The same shall apply to construction drawings.
 10. The Planning Board will file a copy of the decision with the City Clerk, including a record set of plans. Notice of the decision will be mailed, postage prepaid, to the applicant and to parties in interest and persons requesting notice. Notice will specify the 20 day right to appeal.
 11. Once the 20 day appeal period has lapsed, and in the absence of any appeal, the applicant, if granted the Site Plan Approval, shall have the City Clerk certify that no appeal has been filed and shall provide same certification, with a copy to the Board, to the Director of Inspectional Services prior to applying for a building permit.

ARTICLE 2

Plans Contents Checklist

The following information is required for all Planning Board Special Permit, Site Plan Review, and Quincy Center Zoning Districts Special Permit/Site Plan Review applications.

The Planning Board, or its designee, shall, in its discretion, require the following information for all applications including, but not limited to, #1-6 below. Upon written request by the Applicant, the Planning Board, or its designee, may waive submission of any of the required information if not applicable to the project.

The applicant is encouraged to arrange with the Planning Director for a preliminary meeting with Planning Board staff before submitting the application to help the applicant identify the applicable information requirements as well as any design related issues that may arise. The applicant should be prepared to present schematic plans to facilitate this preliminary discussion.

Section 9.5.3 of the Zoning Ordinance strongly encourages the Applicant to submit a pre-application sketch to the Planning Board and to schedule a comment period at a regular meeting before submitting the application to help the Applicant identify the applicable information requirements as well as any design related issues.

SECTION 1: Project Narrative

- 1.1 A description of the proposed project in sufficient detail to describe the character and scope of the complete proposal such as architectural intent; all users for whom the project is intended to serve; expected number of employees and/or occupants; methods and hours of operation, if applicable; a discussion of the impact on the neighborhood, the relationship of the project to its surroundings and the fit/scale of the project relative to its neighborhood; nearby public facilities.

- 1.2 An indication of the use of the latest “green” and sustainable building techniques, methods and materials in the overall design and whether LEED Certification, Energy Star Certification, or if any climate adaptation techniques will be pursued.
- 1.3 Wind and shadow studies if specifically requested by the PGA.
- 1.4 The location and significance of any historic structures.
- 1.5 Demolition and construction procedures including impact mitigation measures; an estimate of the time period required for completion of the development.
- 1.6 A general summary of proposed easements or other encumbrances either existing or to be placed on the property.
- 1.7 Evidence of compliance with the provisions of the Americans with Disabilities Act and the Massachusetts Architectural Access Board (MAAB), if applicable.

- 1.8 The measures taken to preserve and protect natural resources and open space; the location, description and percentage of land not dedicated to parking, roads or lots; and percentage of unbuildable areas in open space, accessible to residents of Quincy, where appropriate.
- 1.9 A statement indicating the estimated time required to complete the proposed project and any and all phases thereof.
- 1.10 Construction cost estimate information and plans that meet the standards of the City of Quincy Inspectional Services Department in sufficient detail for peer reviewer to determine fiscal and related impacts.
- 1.11 A summary of the project indicating, where appropriate, the number of dwelling units to be built and the acreage in residential use; evidence of compliance with parking and off-street loading requirements; the forms of ownership contemplated for the property and a summary of the provisions of any ownership or maintenance thereof; identification of all land that will become common or public land; and any other evidence necessary to indicate compliance with this ordinance.

- 1.12 If the proposal does not conform to any City ordinance requirements, zoning or otherwise, the applicant must submit documentation regarding the relief required and/or evidence of granted relief.
- 1.13 Identify any existing, and/or impending MEPA clearance or other state permitting for the site. Identify all MEPA thresholds and other state permitting responsibilities. Provide a schedule for when the Applicant expects to carry-out MEPA and state permitting activities.

SECTION 2: Permit Plan Set

2.1 Cover Sheet

- 2.1.1 The name, address, and telephone number of the Applicant, the owner (if other than the Applicant), other agents for the Applicant, such as the architect, landscape architect, engineer and/or attorney, and the name and address of the proposed project.
- 2.1.2 A Locus Map at a scale of one inch (1") equals one hundred feet (100') showing the entire project and its relation to existing areas; buildings and roads for a distance of one thousand feet (1,000') from the project boundaries or such other distance as may be approved or required by the Planning Board.
- 2.1.3 A Zoning Schedule table of existing required and proposed dimensions, setbacks, lot and building coverage and parking spaces.

2.1.4 The zoning district and overlay zones applicable to the site.

2.2 Existing Conditions Plan

2.2.1 A plot plan, certified by a professional land surveyor, showing the total land area, boundaries, angles, dimensions of the site; north arrow and the location of benchmarks and monuments; areas of existing plant materials and trees over 8 inches (8") in diameter; ledge outcrops, soil conditions and percolation test data; landscape features, and abutters.

2.3 Proposed Site Plan

2.3.1 An appropriately scaled and dated site plan(s), no larger than 24 x 36 inches (24" x 36"), certified and stamped by a registered land surveyor, architect, landscape architect or engineer, as appropriate.

2.3.2 The proposed use of the land.

2.3.3 The dimensions and locations of existing and proposed building(s) or any accessory buildings or exterior storage including height, setback(s) from property lines and total square footage of all floors, if applicable.

- 2.3.4 The location and dimensions of any easements and public or private ways, other encumbrances, covenants, either existing or proposed.
- 2.3.5 Adjacent roadways including, but not limited to, pavement and street widths, curb lines, right-of-way lines, cross-sections, points of tangency, lengths, bearings, radii and grades of roads, and intersections within 100 feet (100') of property lines.
- 2.3.6 At-grade parking and loading areas showing the number, location and dimensions of parking and loading spaces, driveways and sidewalks, and sufficient parking in compliance with the Americans with Disabilities Act and the Massachusetts Architectural Barriers Board. Provide Parking Summary Table demonstrating compliance with zoning requirements.
- 2.3.7 The proposed method for handling solid waste disposal and for the screening of disposal facilities.
- 2.3.8 The proposed location(s) of areas for snow storage after plowing or other arrangements.
- 2.3.9 The location of existing and/or proposed fences, walls, walks or outdoor lighting.
- 2.3.10 The location and dimensions of any existing and/or proposed signs or pavement markings.

- 2.3.11 The proposed location of all mechanical and electrical system components including exhaust and ventilation systems, transformers, satellite dishes and exposed mechanical equipment and vents.
- 2.3.12 Names and addresses of all property owners within three hundred feet (300') of the site boundaries.
- 2.3.13 Wetlands, ponds, rivers and other regulated areas and surface water bodies, and associated buffer zones as defined under the Wetlands Protection Act, MGL Chapter 131, Section 40, and rules promulgated there under, 310 CMR 10.00; or any other conditions that may trigger a Notice of Intent; and all flood plains, waterways and rock outcroppings.
- 2.3.14 The provisions for vehicular and pedestrian circulation within the project to adjoining property, public ways and the neighborhood in general. Pedestrian walks need to conform to ADA and MABB requirements.
- 2.3.15 Recreation and common areas such as, but not limited to, community center, tennis court, swimming pool, paths—(hiking, bicycle, etc.) community garden or other common areas.
- 2.3.16 Space for revision dates, Quincy case number and Permit Granting Authority signatures.

2.4 Proposed Grading, Drainage and Utilities Plan

- 2.4.1 Existing and proposed contour elevations in two foot increments for all existing and proposed paved areas. Sufficient spot grades should be shown to demonstrate compliance with ADA and MABB requirements
- 2.4.2 Proposed methods to control erosion and sedimentation.
- 2.4.3 The locations of existing and proposed on-site public utilities, facilities and conditions (water, sewage and drainage) showing the size and direction of flows.
- 2.4.4 The location of all hydrants, fire alarm and firefighting facilities on and adjacent to the site; the location of all existing or proposed electric, water, gas, telephone and cable.

2.5 Plan and Profile

- 2.5.1 A plan and profile drawn to subdivision requirements, including streets, sidewalks, drains, sewers, water mains and public utility extensions, and connections that will be within existing or proposed public rights of ways and/or easements.

2.6 Proposed Landscaping Plan

- 2.6.1 The number, size, and location of proposed trees and other plantings.

- 2.6.2 The use of indigenous plant materials, where appropriate.
- 2.6.3 The location of proposed stone walls, fences and other features to be retained and/or removed, as well as color, size and type of landscaped surface materials.
- 2.6.4 The proposed areas of irrigation.
- 2.6.5 Plans prepared by a landscape designer or landscape contractor. Any project with 10 or more parking spaces must include a landscape plan stamped by a Registered Landscape Architect.
- 2.6.6 The proposed limits of work and buffer zones.

2.7 Proposed Lighting Plan

- 2.7.1 A photometric lighting plan showing the location, height, direction, and intensity of existing and proposed external light fixtures showing the intensity of illumination at ground level, expressed in foot-candles and the means employed to prevent glare, the trespass of light onto adjoining properties or streets and diminish the illumination of the night sky.

2.8 Detail Plans

- 2.8.1 Details suitable for the construction of the various elements of the project in accordance with the specific requirements of the City of Quincy Department of Public Works.

2.9 Exhibit Plan

- 2.9.1 A rendered site plan showing the project in context with abutter's footprints (with property lines) and adjacent streets.

2.10 Proposed Building Elevations and Sections

- 2.10.1 Front, side and rear elevations and sections indicating the organization of functions and spaces in a generalized manner, height and layout relationships with proposed and adjacent buildings, bulk and/or roof lines.
- 2.10.2 Floor plans at $\frac{1}{4}'' = 1'-0''$ showing the number and type of living units and rooms per unit; bedroom distribution; the total floor area and ground coverage ratio of each proposed building and structure; and descriptions of setbacks, upper patios or interior parks.
- 2.10.3 Color, materials and exterior features of the proposed structures; renderings or perspective drawings; methods for achieving privacy and reduction of noise.

SECTION 3: Stormwater Management Analysis and Erosion Control

- 3.1 A stormwater management analysis prepared by a registered Professional Civil Engineer designed to conform to the provisions of the most current Stormwater Management Regulations as promulgated by the Massachusetts Department of Environmental Protection, the National Pollution Discharge Elimination System requirements for construction sites and to City of Quincy Stormwater Ordinance, as applicable.

SECTION 4: Transportation Impact & Access Analysis

- 4.1 A traffic analysis based on the latest edition of the Institute of Transportation Engineers Trip Generation Manual to include estimated peak hour traffic volumes generated by the proposed use in relation to the existing volumes and projected future conditions, prepared by a Professional Traffic Engineer.
- 4.2 Documentation that the lines of sight for driveways and access points serving the property meet or exceed the sight line standards of the American Association of State Highway and Transportation Officials (AASHTO) for roadways and intersections based on the posted or prevailing speed of traffic on the intersecting roadway, whichever is greater.
- 4.3 Documentation that the driveways and access points are designed to accommodate the turning and maneuvering requirements of emergency and delivery vehicles and that the on-site circulation and access to parking and structures is safe and unimpeded.

- 4.4 An inventory of all existing, planned and/or proposed transit routes for accessing the site other than single occupancy vehicles.
- 4.5 Provision of on-site pedestrian and bicycle infrastructure and appropriate connections to existing public transportation facilities (subway, commuter rail stations and bus stops).
- 4.6 An analysis of the proposed parking facility and its relation to the ingress and egress to the site and to the building entrance (s).

SECTION 5: Photographs

- 5.1 Color photographs of at least eight x ten inches (8" x 10") in size showing the development site and the surrounding neighborhood.

SECTION 6: Additional Information

- 6.1 Other information to aid the PGA in judging the application and in determining special conditions and safeguards, as the PGA should deem necessary, in its determination of completeness of said application.

6.2 Miscellaneous information such as estimated rents, proposed financial plan; terms of Homeowners or Condominium Association Agreements; available grant programs that may benefit the project, as applicable; provisions for long term maintenance of roads, drainage and retention basins, common areas, utilities, snow removal and trash; compliance with all applicable Fair Housing laws.

6.3 Engineering feasibility studies of anticipated problems, i.e. noise, blasting, etc.



Department of Planning and Community Development
Urban Redevelopment Agency
1305 Hancock Street, Quincy, Massachusetts 02169
Tel. (617) 376-1362 FAX (617) 376-1097
TTY/TDD (617) 376-1375



DENNIS E. HARRINGTON
Director

THOMAS P. KOCH
Mayor

ARTICLE 3:

Date:

(mm/dd/yyyy)

Case #: _____

Assigned by Planning Dept.

Property Address (*Assessors Record*):

Mailing Address (if different):

Assessors Plan #, Lot/Plot:

Zoning Classification:

Registry of Deeds Record: Book: _____ **Page:** _____ **or, Land Court #:** _____

Name of Legal Owner of the Land:

Address:

Home/Business Phone:

Cell Phone:

Fax:

Email:

Name of Applicant, if not the Legal Owner of the Land:

Address:

Home/Business Phone:

Cell Phone:

Fax:

Email:

Applicant's Attorney Name & Firm:

Address:

Business Phone:

Cell Phone:

Fax:

Email:

Lead Engineer/Architect Name & Firm:

Address:

Business Phone:

Cell Phone:

Fax:

Email:

Nature of request:

List all requested site plan, special permit(s), findings, and/or Certificate of Consistency, with reference to zoning section numbers. Applicant is responsible for seeking all necessary permits for the project. The Planning Board cannot issue a decision if it is not specifically requested in the Application.

Please pay with two separate checks, each made payable to City of Quincy.

a. Application Filing Fee: _____ Date _____

b. Project Review Fee: _____ Date _____

Signature of Landowner: _____ Date: _____

Signature of Applicant: _____ Date: _____

Signature of Attorney: _____ Date: _____

Notes:

1. The applicant is required to pay for the legal advertisement in the local newspaper
2. The application must be accompanied by two copies of a certified abutters list and two sets of matching mailing labels (obtain from Assessor's Office).
3. A copy of this application must be filed with the City Clerk's Office.
4. A submission shall be deemed incomplete until all required administrative and project review fees have been received.

Table of Contents

Please check the boxes below and provide a table of contents for this Planning Board Application identifying all of the documents that have been submitted.

Each application shall be filed by the petitioner with the City Clerk to be time stamped and a copy of said application, including the date and time of filing certified by the City Clerk, shall be filed with the Planning Board.

Prepare eighteen (18) sets of Site Plan Review/Special Permit plans.

10 sets at 11' x 17'

8 sets at full size

Obtain two (2) copies of a certified abutters list and two sets of matching mailing labels. Information obtained by the Assessor Department by calling 617-376-1170. Follow this link to download a copy of the [Request for Abutters List and Mailing Lables.pdf](#).

Table of Contents – *(Include application documents and list of plans)*

Dimensional Form

[illegible]

ARTICLE 4

Regulations Governing Zoning Permit Fees and Fee Schedules

Amended through September 16, 2008

Amended through January 14, 2009

Amended through August 11, 2010

Amended through November 16, 2011

SECTION 1: Introduction

1.1 Procedural History. On May 9, 2007 the Planning Board held a public hearing, pursuant to GL c. 40A, s. 9 to consider proposed regulations governing fees. At the close of the public hearing, the Planning Board voted to adopt regulations governing fees and a new schedule of fees for review conducted by the Planning Board and its consultants on the Zoning Permit applications which come before it. This document, subject to revision from time to time in a manner spelled out herein, constitutes the Planning Board's rules governing the imposition of fees and its current fee schedules.

1.2 Purpose. These regulations and fee schedules have been adopted to produce a more equitable schedule of fees which more accurately reflects the costs of technical and legal review of applications to the Planning Board; to take advantage of the procedures offered by GL c. 44, s. 53G; to establish a review procedure in the selection of consultants; and to promote more informed decision making by the Planning Board.

SECTION 2: Fee Structures and Regulations

2.1 General. The Planning Board shall impose reasonable fees for the review of applications, which come before it. The Planning Board may impose Administrative Fees and Project Review Fees as may be applicable to the types of applications set forth below.

SECTION 3: Administrative Fees

3.1 Applicability. An Administrative Fee shall be assessed to offset the expense of review by the Planning Board and its office with regard to all applications set forth in Section 3.3 below.

3.2 Submittal. Administrative Fees shall be submitted at the time of the submittal of the application. Any application filed without fees shall be deemed incomplete and no review work shall commence until the fee has been paid in full.

3.3 Schedule of Administrative Fees. The following schedule applies to the types of applications to the Planning Board set forth below. This schedule supercedes all previous schedules as these may have appeared in the Zoning Ordinance, Zoning Permit Regulations and any listings that may have been compiled from time to time for the benefit of applicants.

Special Permit -- Site Plan Review (includes Quincy Center Districts)

0 – 15,000 square feet gross floor area - \$2,000

15,001 – 50,000 square feet gross floor area - \$3,000

\$1,000 add for each additional 50,000 square feet or part thereof

Special Permit – and/or Site Plan Review: Wind Facilities

First Unit - \$2,000

Additional units - \$2,000 each

3.4 Fee Waivers. The Planning Director may waive or reduce any Administrative Fee, if, in the opinion of the Planning Director, unusual circumstances exist regarding the subject property or the applicant.

3.5 Refund. Once the review process has been commenced, the Planning Board shall not refund Administrative Fees, including in the case of withdrawal of the application by the applicant.

SECTION 4: Project Review Fees

4.1 Applicability. In addition to an Administrative Fee, the Planning Board or Planning Director shall impose a Project Review Fee on those applications which require, in the judgment of the Planning Board or Planning Director, review by outside consultants due to the size, scale or complexity of a proposed project, the projects potential impacts or because the City lacks the necessary expertise to perform the review work related to the permit or approval. In hiring outside consultants, the Board may engage engineers, planners, lawyers, designers or other appropriate professionals able to assist the Board and to ensure compliance with all relevant laws, ordinances and regulations. Such assistance may include but is not limited to analyzing an application, monitoring or inspecting a project or site for compliance with the Board's decisions or regulations, or inspecting a project during construction or implementation.

4.2 Submittal. Project Review Fees shall be submitted at the time of the submittal of the application for deposit in an account established pursuant to GL s. 44, ch.53G (53G Account). Any application filed without this fee shall be deemed to be incomplete and no review work shall commence until the fee has been paid in full.

4.3 Schedule of Project Review Fees. The following schedule applies to the types of applications to the Planning Board set forth below. This schedule supercedes all previous schedules as these may have appeared in the Zoning Ordinance, Zoning Permit Regulations and any listings that may have been compiled from time to time for the benefit of applicants. If and when the Board or Planning Director establishes that the initial Project Review Fee is inadequate based on, but not limited to, the size or complexity of the project, the Board or Planning Director may require a higher initial Project Review Fee deposit.

Special Permit -- Site Plan Review (includes Quincy Center Districts)

Mixed Use/Commercial Project Review Fees

0-10,000 SF	\$5,000.00
10,000-30,000 SF	\$10,000.00
30,000 and up SF	\$15,000.00

Residential Project Review Fees:

Minimum Fee	\$5,000.00
Plus for each unit over 20 units	\$250.00

Wind Facilities' – Project Review Fees:

Minimum Fee per turbine	\$5,000.00
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4.4 Fee Waivers. The Planning Director may waive or reduce any Project Review Fee, if in the opinion of the Planning Director, unusual circumstances exist regarding the subject property or the applicant. (Applicant for a Wind Facility project may not be required to pay more than 50% of project review expense.)

4.5 Replenishment. When the balance in an applicant's 53G account falls below half the initial amount, the account shall be brought up to the initial amount.

4.6 Handling of Project Review Fees. The Project Review Fee is to be deposited into a special account as set forth in GL C. 44, S 53G.

- A. Outside consultants retained by the Planning Board to assist in to the review of an application shall be paid from this account.
- B. An accounting of an applicant's funds held in a 53G account may be requested by the applicant at any time. The Planning Board shall respond to the request in a timely fashion. This accounting shall include the following information: A statement of principal and interest, prepared by the Planning Board office, based on the latest statement from the banking institution; and, a report of all checks authorized for issuance since that last banking statement.
- C. An applicant may request an estimate of bills pending from consultants for work completed, or in progress, but not yet invoiced.
- D. Any remaining balance of deposits will be returned to the applicant upon presentation to the Planning Director of a signed occupancy permit for the entire project or disapproval of a Zoning Permit Plan.

4.7 Appeal. The Choice of a consultant selected by the Planning Board or Planning Director for the review of an application may be appealed in writing to the City Council by the applicant, provided the appeal is initiated within two weeks of the initial selection as per the appeal process pursuant to GL c.44, s. 53G.

SECTION 5: Selection of Consultants

5.1 Pre-Qualification. The Planning Board shall keep and annually update a list of pre-qualified consultants. The Board shall issue a Request for Qualifications for a range of technical review services. Consultants will be asked to meet minimum criteria that includes but is not limited to: evidence of at least three or more years practice in the field at issue or an educational degree in or related to the field at issue and such other qualifications and criteria as the Board may establish.

SECTION 6: Publication Fee

6.1 General. The applicant is required to pay for the legal advertisement in the local newspaper.

SECTION 7: Revision of Fee Schedules and Regulations Governing Fees

7.1 Amendment. The Planning Board may review and revise its regulations and fee schedules from time to time as it sees fit.

- A. Amendments shall be preceded by a public hearing

- B. Any new regulations or alterations to the fee schedule shall take effect upon filing a new copy of the amendments with the City Clerk
- C. The Planning Board will review its regulations and fee schedule on an annual basis. The Board may waive this provision in any year with a motion carried by a majority of the Board members.